

Restrictions

- Groups may request funds for one event per year.
- Based on response, grants may be limited to first-time applicants or one-time events only.
- For groups or events funded in prior years, consideration will be given based on need, previous success or other factors.
- All decisions are final; there is no appeal process.
- Applications are accepted in good faith. The Baltimore Office of Promotion and the Baltimore NeighborGood Program shall be held harmless in the event of changes in the leadership or structure of organizations receiving grants.

Notification

After the Selection Committee meets and determines grantees, letters will be sent along with an agreement that must be carefully read, signed and returned to the Baltimore Office of Promotion. The letter will also remind you of the workshop, which must be attended by at least one representative.

Responsibilities of Grant Recipients

Grantee must:

- Attend a workshop
- Send proof of deposit of their check, seven business days after receipt
- Prominently display provided banner at their event.
- Mail a brief summary of expenses and at least six photographs, two weeks following the event
- Accept no competing sponsors with TCI
- Credit all printed material thusly: "Special thanks to TCI Communications of Baltimore, Baltimore Office of Promotion and Martin O'Malley, Mayor, for helping to make this event possible"

Workshops

February 6th, 2001 at 6:30pm

June 28th, 2001 at 6:30pm

To assist groups in staging successful events, it is **required** that at least one representative attend a workshop. Discussion will focus on all aspects of event planning, city services, public relations, logistics, funding, etc. as well as any special concerns. Grant checks will be distributed at the workshop, in addition to resource materials and the banner.

Application Assistance

We stand ready to answer questions, pre-screen your idea and assist with the application process. Please contact the Baltimore Office of Promotion at:

410-752-8632
www.bop.org



2001 Baltimore Office of Promotion
Martin O'Malley, Mayor

Mayor Martin O'Malley presents

BALTIMORE NEIGHBORGOOD PROGRAM



2001 GUIDELINES & APPLICATION

Produced by

Baltimore!
Office of Promotion

Sponsored by



2001 GUIDELINES & APPLICATION

Does your neighborhood want to produce a special event? If so, you can apply for a cash grant to help offset expenses. TCI Communications of Baltimore has joined forces with Mayor Martin O'Malley and the Baltimore Office of Promotion to benefit our city's communities with the unique Baltimore NeighborGood Program.

Eligibility

NeighborGood grants are for special events that:

- ☒ Take place in Baltimore City
- ☒ Are organized by neighborhood associations or community-based, non-profit groups, with at least ten members and a bank account in its name
- ☒ Are free and open to the public (that is, all members of the community)
- ☒ Are in the spirit of the NeighborGood Program, working to strengthen Baltimore's neighborhoods through special events

Deadlines

February-June Events: January 24, 2001
by 5:00pm
Workshop: February 6th, 6:30pm

July-December Events: June 13, 2001
by 5:00pm
Workshop: June 28th, 6:30pm

Applications must be received at the Baltimore Office of Promotion by the deadlines. Late applications are not considered.



OFFICIAL ENTRY FORM • BALTIMORE NEIGHBORGOOD PROGRAM

 ONLY OFFICIAL ENTRY FORMS, PRINTED OR TYPED, WILL BE CONSIDERED; NO FACSIMILES PLEASE
USE ADDITIONAL SHEETS IF NECESSARY

Name of Group _____

Contact Person/Title _____

Address/Zip _____

Daytime Phone _____ Evening Phone _____

Project/Event Name _____

Exact Location _____

Exact Date and Time _____ Rain Date _____

Expected Attendance _____

Has your group been a past recipient of this grant? _____

How did you hear about the grant? _____

How do you plan to publicize the event? _____

How do you plan to use any proceeds made by the event? _____

Grants are awarded in minimum amounts of \$100 to a maximum of \$750

Amount Requested: _____

Specific use of funds requested (flyers, decorations, etc.): _____

What other source of funds, if any, are you using for this event/project? _____

Why is your group holding this event? _____

I hereby certify that funds, if awarded, will be used for the purpose indicated in this request.

Signature _____ Date _____

Your Title in Nonprofit Group _____

Mail Entries To: Baltimore NeighborGood Program, c/o Baltimore Office of Promotion
200 West Lombard Street, Suite B, Baltimore, MD 21201-2517